Reliance Collaboration Portal User Guide

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Content

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Logging In

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Logging in for the first time

The link to RCP is provided in your Welcome to Illumina Supplier Portal email.

1. Click the link provided in the email.

2. Select Forgot Password.

3. In the Rest Password email, click the link provided.

4. Define your password.

5. Define your language preference and time zone.

6. You are logged in!

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Finding your Assignments

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Once logged in, you will find your assignments in the portal:

Navigating the System

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3

You have access to the following modules in RCP:

1

Audits and Surveys
Module

2

(SCAR) Corrective
Action Module

3

Supplier Quality
Module

4

Supplier, Channel
Partners and Contacts
(SCC) Module

5

Purchased Component
Qualification Module

6

Channel Partner
Qualification Module

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3.1 Navigating to All Modules
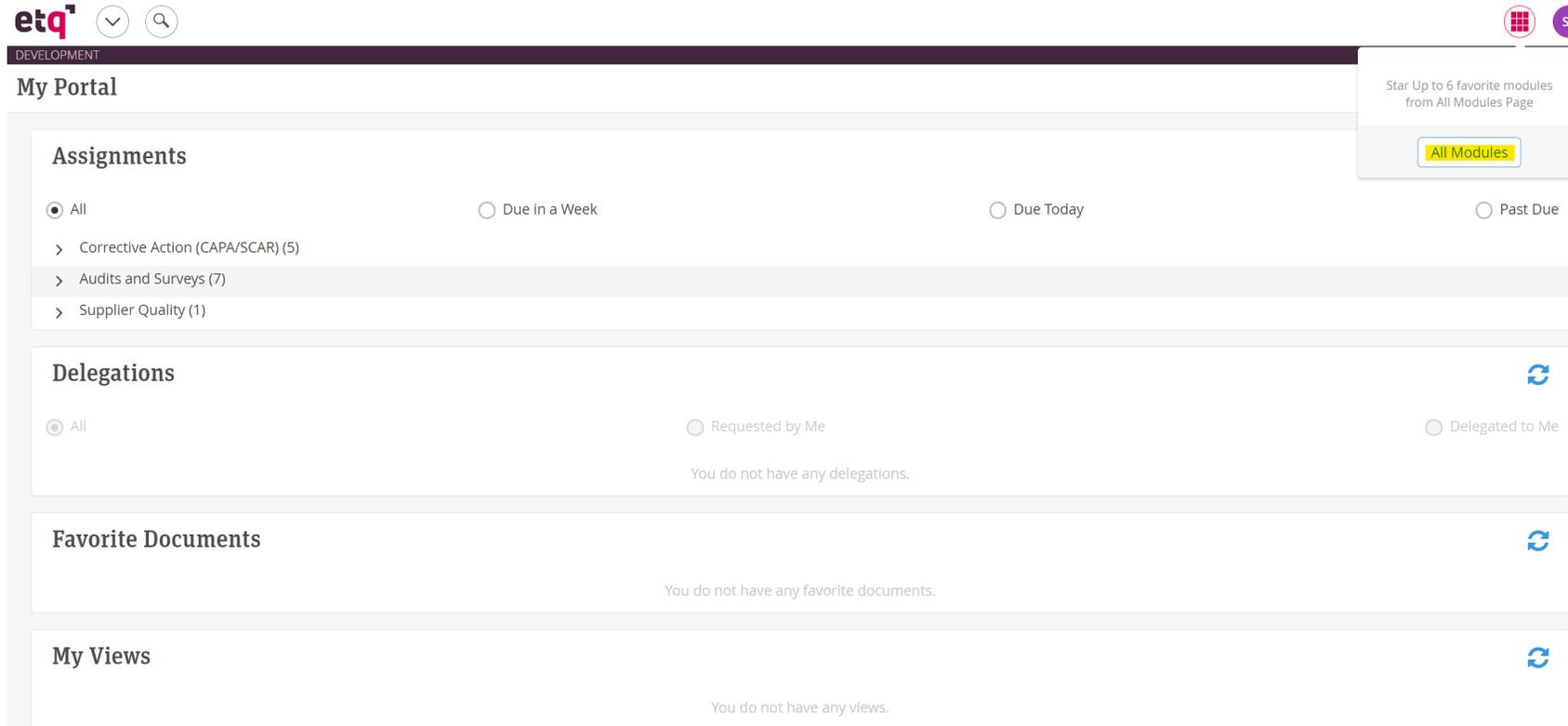
Upon logging in, the Assignments section shows current records you are assigned to.

Navigate to the waffle menu in the top right corner, and select All Modules.

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3.2 Favoriting Modules for quick access

Select the start next to the module name to favorite. Favorited modules will appear in the waffle menu drop down.

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3.3 Navigating a module landing page

My Assignments section displays the documents that are assigned to you within that module.

3.4 Navigating a module landing page

Navigate the folder structure to view specific sets of documents.

You can order column data in ascending/descending order by clicking on the header.

- Reload: Refreshes the data.

- Advanced Filter: Define filter criteria, ability to save filter.

- Reset: Removes applied filters or searches.

- Expand Rows: Widens rows as needed. You can also manually resize columns by dragging the grey dividing lines in the header

- Export view: Ability to export data in the view to PDF or Excel.

3.5 Navigating the document: General Information

Clicking on the phase in the workflow will display the assigned user.

The color of the phase indicates the status:

- Blue: Due date is in the future.
- Yellow: Due date is today.
- Red: Due date is in the past.

You can close the workflow panel for more room on your screen.

3.6 Navigating the document: Comments Log
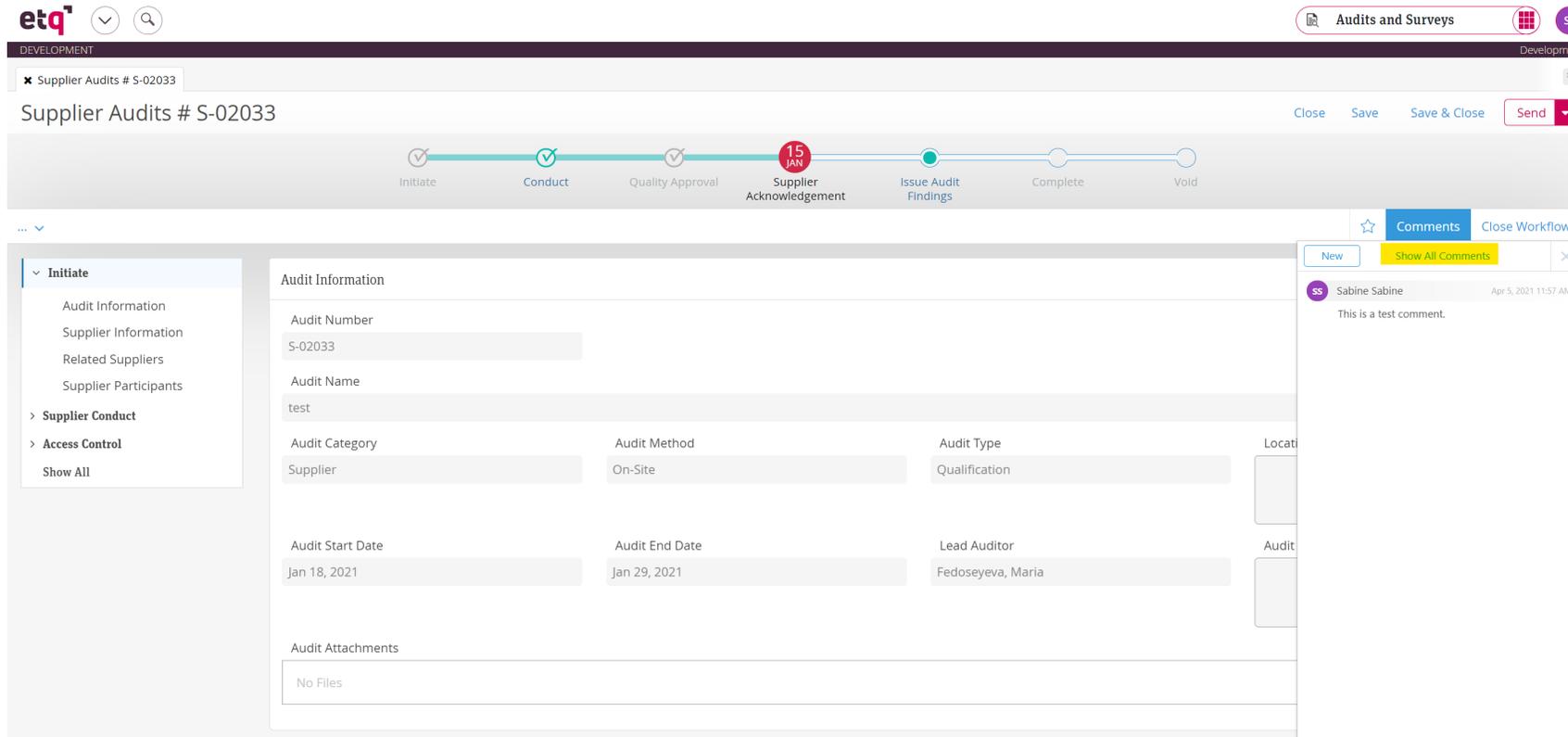
In the Comments log, you can communicate with your other team members.

To view comments made during phase routes to/from Illumina representatives, select 'Show All Comments' for a full log.

Comments made during phase routing are also included in the system notification emails.

Managing your contacts

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4.1 Creating additional contact profiles

1. Navigate to the Suppliers, Channel Partners and Contacts (SCC) Module: Click on the Waffle Menu, select All Modules, and locate the SCC module.
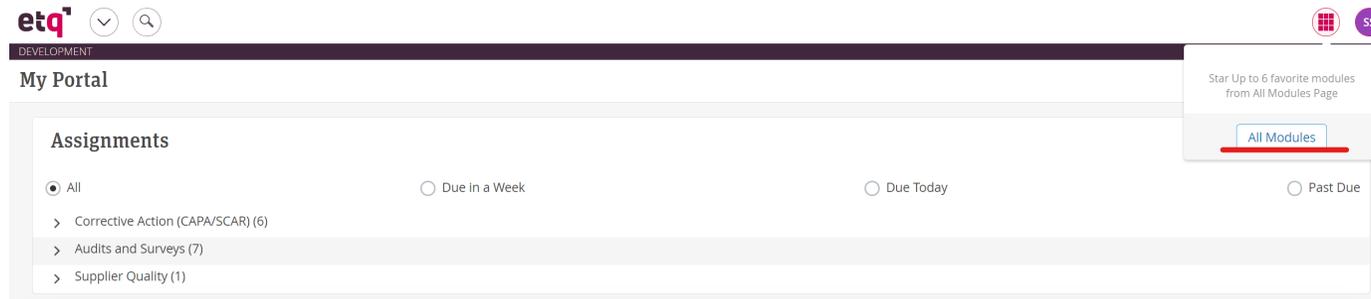
2. Navigate to All Views > Suppliers > by Name. This displays all of the supplier profiles for which you are a contact to. Select the supplier profile.

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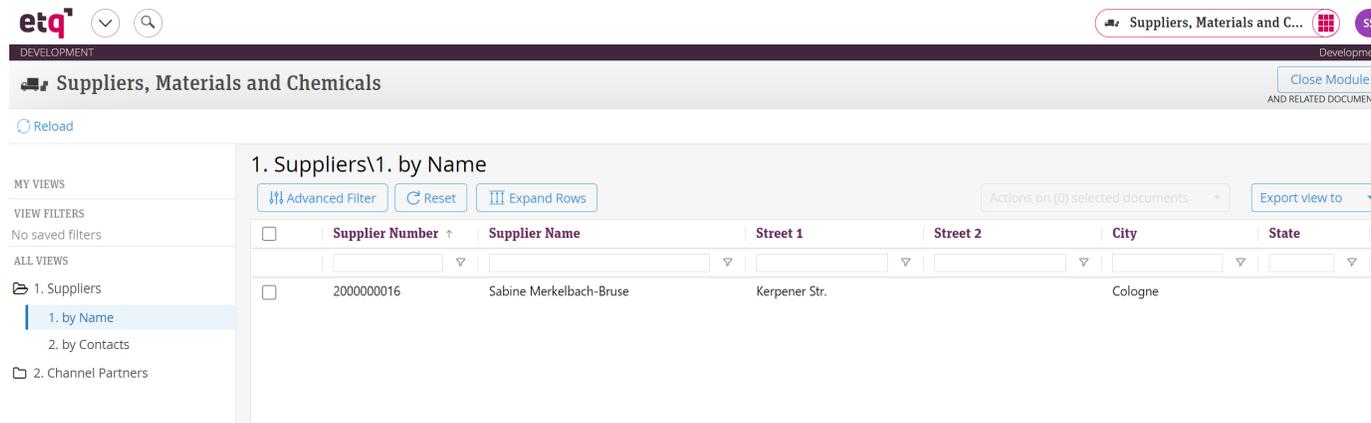
2.1 Creating a contact profile in Reliance

3. Select the blue 'Add Contact' button and enter the contact information in the section below. The **email you enter will become the new contact's login username** (underlined below in blue).

4. Once all information is correct, click the 'Save' button in the top right corner (underlined below in red). The new contact profile is now created and the Welcome to RCP email is sent to the email underlined below in blue.

How to submit Supplier Change Notification & Supplier Requested Deviation

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5.1 How to submit Supplier Change Notofication

1. Navigate to the Supplier Quality Module: Click on the Waffle Menu, select All Modules, and locate the Supplier Quality module.
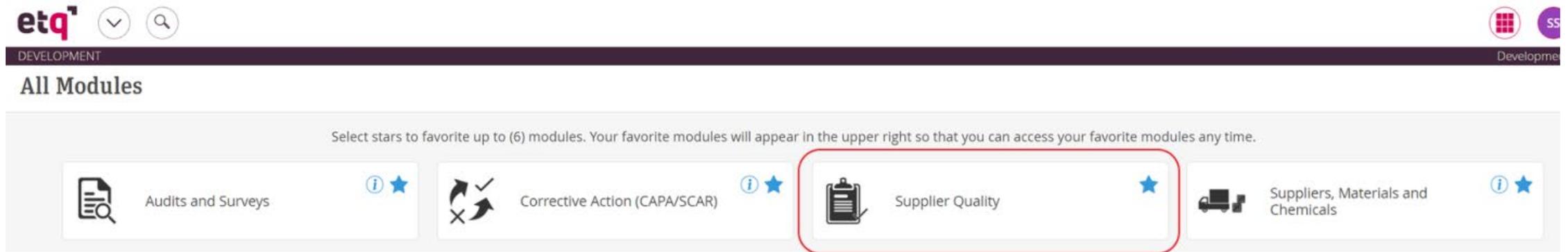
2. Select New Document. For SCN, select Custom Part – Draft. For Deviation, select Deviation – Draft.
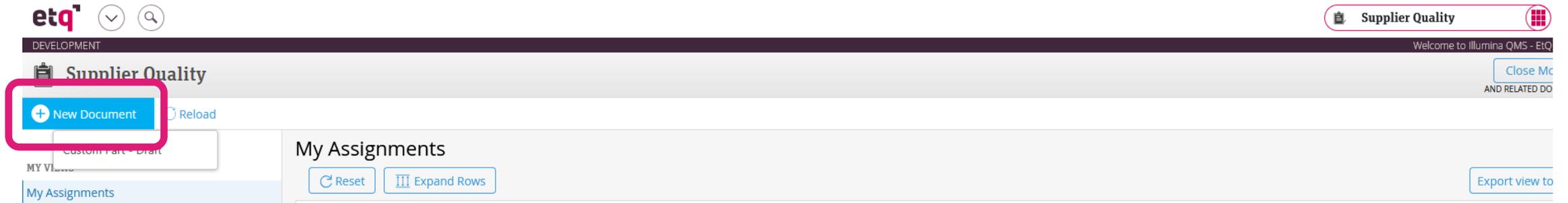
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Have questions or concerns?

Reach out to your Illumina contact directly

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